

CROOK COUNTY
LIBRARY BOARD MEETING
September 5, 2013
Sundance, WY

The Crook County Library Board met on Thursday, September 5, 2013 in Sundance at the main library. Board members present were Hannah Ista, Maylee Baron-Kanode, JoAnn Bohmont, Tami Baron and Marge Myers. Librarians present were Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Librarian and Michael Zimmerschied, Hulett Branch Librarian.

The meeting was called to order at 1:11 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. Additions to the agenda consisted of 1) the need to address the changes made in the county handbook and for board signatures and 2) to add the words “any other personnel matters” to the Executive Session. The motion was made to accept the agenda by Tami and seconded by Maylee; motion carried and approved.

There were no introductions needed. Jill had no correspondence to present.

The August 8th minutes were reviewed. A motion to approve the minutes was made by JoAnn and seconded by Maylee; motion carried and approved.

Discussion was held regarding the Dynamic Electric and Omega Computer bills listed on the checklist. There was considerable damage to equipment at the Moorcroft Library in August and these two bills derived from it. Discussion was also held regarding the possibility of the County Commissioners paying for the replacement of the damaged equipment. Tami made the motion to approve the revised checklist and pay the two bills discussed under line item 406 – emergency repairs; seconded by Maylee; motion carried. Checks were signed.

The treasurer’s report was reviewed and discussed. Motion was made by JoAnn and seconded by Maylee to accept the treasurer’s report; motion carried and approved.

Librarian Reports:

Moorcroft Branch Library Report by Pam Jespersen

- State personnel and Maylee worked on Director’s station
- Had several patrons come in during August.
- Library and Museum are sponsoring Bill Rossiter and a Dutch Oven Cooking Class on Sept. 12th - New Fire Hall (Safety Bldg.)
- The WIFI usage is good.
- More Quilt books were donated.
- Cleaned downstairs – found old puzzles, etc. which Tanya is putting to use.

Hulett Branch Library Report by Michael Zimmerschied:

- Weeded out books in the juvenile section.
- Discussion on distributing unused books elsewhere.
- Volunteer worked out well this summer.
- Did a survey in the Hulett area. Had 15 returned.
- Book group reading the “Perks of Being a Wall Flower”.
- There were 124 users on computer – 72 adults 52 juveniles

Sundance Report by Jill Mackey:

- Had 70 quilts displayed during annual quilt display.
- Story Time resuming this month. Bonnie Stahla will be going out to daycares, etc. and will do story time in library on Friday's.
- Friend's of Library will meet next week. Discussing October Book Sale.
- It is National Library Card Sign-up Month.
- Kim will be working on a display for the Banned Books Week.
- Bill Rossiter will be doing a presentation September 13th.
- Lunch Bunch Book discussion group is doing something different. Instead of reading the same book, each person will read one of Craig Johnson's books and then do a book report.
- Feeder Readers – Online seminar. Reading "All Quiet on the Western Front".
- The Hulett Cemetery Walk had 5 attending and Beulah had 19 in attendance.
- Bonnie completed her scrap books of all her library activities.
- WY Library Assoc. having conference first week of October. Basket fundraiser is "Scrapbooking" Theme.
- WYO Office people coming. They go through computers, checking settings, cataloging, and providing assistance to librarians.

Director's Report by Jill Mackey:

- No more news on Landers bequest.
- School Re-use Plan.
- Computer and internet problem update. Range installed new router and working well. Don't think there is a need for 2 DSL lines but split off from what they have.
- CPR is on Monday, Oct. 9th
- WLA in Cheyenne in October. Four people will be attending.
- South Dakota Book Festival on Oct. 20th-21st in Deadwood.
- The money is coming in for the Foundation from the donation letters. Still working on calendars.
- The foundation is sponsoring the Celtic Guitarist who will be in Sundance October 24th.
- There is \$2,527.00 for match for the foundation.
- County Comm. – discussed electrical problems in Moorcroft and Handbook changes.
- GIS Group – County maps are being put on website. Will have Raquell Croell do a staff training on accessing and utilizing maps.

Foundation Liaison Report:

- Tami attended Foundation meeting.
- Invested last match check. **Investments were discussed.**

Board Members:

- Craig Johnson unable to come in December. Will try to set a date after first of year.

Old Business/Unfinished Business:

- a. Discuss staff lunch/trainings – Discussion in past was board members should have a lunch for staff members on a training day. The next staff training day is November 18th with lunch to be served at 12:30 p.m. in Hulett.
- b. Update on library hours – Hulett is open 40 hrs./week. They are staying open until 7 p.m. on Wednesday and open 9 to 5 the other week days. Moorcroft stays open until 5:30 p.m. on Monday and Wednesday's, 6:00 p.m. on Tuesday and Thursday's and closes at 4:30 p.m. on Friday's. Sundance is open on Monday until 7 p.m. and closes at 5:30 p.m. Tuesday through Friday.
- c. Out of State Library Cards - The State Library indicates libraries shouldn't have them but it is left up to each individual board. Presently the libraries require a \$25 deposit with a refund if all books/materials are returned when the individual leaves the area. They are required to provide a form of ID and a utility bill with proof of residence. Discussion was held on individuals who do not have a driver's license or a form of ID and no proof of residence.
- d. Discuss policies. Discussed elimination of paper book item from policy; what papers each library should have; and background checks. Board members decided to have a workshop on October 10th at 9 a.m. prior to the next regular board meeting.
- e. Discuss strategic planning. Tami has a power point she hopes to share throughout the county. The first power point will be shown September 30th at 6:30 p.m. at the Sundance Library. Will probably do one after a School Re-use meeting in Moorcroft and will figure something out for Hulett.

New Business:

- a. The Crook County Employee Handbook has been completed and the board reviewed the summary of changes presented. Tami made the motion to approve changes as presented and to sign the county form, seconded by Joann; motion carried.
- b. Discussion on Moorcroft Library replacing equipment. Suggestions were offered regarding other businesses to check with. Matter tabled.

Executive Session:

Tami made the motion for the board to enter into executive session for self-evaluation and any other personnel matters at 3:12 p.m., seconded by Maylee. Executive session ended at 4:08 p.m.

Adjournment: Motion to adjourn made by JoAnn, seconded by Maylee, motion carried. Meeting adjourned at 4:09 p.m. by Chairman Hannah Ista.

Next board meeting will be October 10th at 1 p.m. in Hulett.

Respectfully submitted,
Marge Myers